



Policy: 2102
Procedure: 2102.01
Chapter: Procurement
Rule: Delegation of Procurement Authority

Effective: 12/10/07
Replaces: 2102.01
Dated: 07/26/07

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) Procurement Administrator shall be responsible for the purchase of all materials, equipment, supplies, services, including construction for ADJC. This responsibility shall be in compliance with the Arizona Procurement Code, its rules and regulations, and within the procurement authority delegated by the Arizona Department of Administration (ADOA) Director to the ADJC Chief Procurement Officer (Procurement Administrator).

Rules:

1. The **ADJC PROCUREMENT ADMINISTRATOR** shall obtain advance written authorization from the State Procurement Administrator for the following procurement actions:
 - a. Conducting demonstration projects (Arizona Revised Statutes [ARS] §41-2556);
 - b. Awarding contracts based upon unsolicited proposals (ARS §41-2557);
 - c. Modifying contracts for amounts exceeding the limits established in the Arizona Administrative Code (AAC) R2-7-604(B);
 - d. Entering into cooperative agreements (AAC R2-7-1001);
 - e. Approving brand name specifications only (AAC R2-7-403A);
 - f. Term contracts that exceed the five-year limit (ARS §41-2546[A] and AAC R2-7-605);
 - g. Nominating more than the number of individuals approved by the State Procurement Administrator for Arizona's online eProcurement System (SPIRIT) rights to enter purchase requests and retrieve bid lists for ADJC.
2. The **ADJC PROCUREMENT ADMINISTRATOR** may sub-delegate procurement authority to qualified ADJC personnel based on the following:
 - a. The procurement expertise, knowledge, experience, and performance of the employee;
 - b. The impact of the delegation on procurement efficiency and effectiveness.
3. The **ADJC PROCUREMENT ADMINISTRATOR** shall sub-delegate procurement authority in written format that specifies the following:
 - a. The position and individual receiving the delegation (ADJC Procurement Officer);
 - b. The specific authority delegated;
 - c. Any limits or restrictions upon the delegated authority;
 - d. Whether the authority may be further delegated; and
 - e. The duration of the delegation.
4. An **ADJC PROCUREMENT OFFICER** shall:
 - a. Unless otherwise allowed under the law, ensure all expenditures of public monies made, including federal assistance, grants and donations, shall be in accordance with ARS §41-2501 *et. seq.* and AAC R2-7-101 *et. seq.* that constitute the Arizona Procurement Code;
 - b. Utilize state or agency contracts when available (AAC R2-7-A301);
 - c. Comply with all applicable Executive Orders;
 - d. Comply with the State Procurement Office (SPO) Technical Bulletins (available on SPO website: <http://azdoa.gov/spo>) and ADJC Procurement Policies and Procedures;
 - e. Endeavor to set aside at least one percent of new purchases or contracts for any products, materials and services from Arizona Industries for the Blind, Certified Nonprofit Agencies for the Disabled Individuals, and Arizona Correctional Industries (ARS §41-2636[E]);
 - f. Provide copies of all informal solicitations (requests for quotations) to the SPO to be posted and made available for prospective offerors to download on the SPO website. They shall be submitted via e-mail to vip@azdoa.gov when notices are distributed to prospective offerors (AAC R2-7-D303.1);

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- g. Track and report quotations, solicitations, and awards greater than \$5,000 and, if practicable, greater than \$1,000 to the ADJC Procurement Administrator no later than 30 days after the end of each quarter for the previous quarter using Form 2102.01A Procurement Officer Activity Report);
 - h. Attend Arizona Procurement Institute (API) classes to the level specified in SPO Technical Bulletin No. 001, "Delegation of Procurement Authority;" to meet minimum requirements for the level of delegated procurement authority provided;
 - i. Attend a minimum of 20 hours of procurement training each year through API or another procurement training as approved by the ADJC Procurement Administrator.
5. **AN ADJC PROCUREMENT OFFICER** may sub-delegate procurement authority to qualified ADJC personnel under the same requirements identified in Rules 3 and 4 above.
- a. Procurement authority that is sub-delegated shall be limited to the Procurement Officer's delegation amount or less;
 - b. Procurement Officers shall submit a list of all sub-delegated personnel to the ADJC Procurement Administrator on or before July 15th of each fiscal year using Form 2102.01B ADJC Delegated Procurement Personnel;
 - c. Procurement Officers shall report changes regarding sub-delegated procurement personnel to the ADJC Procurement Administrator within five working days of the change using Form 2102.01B ADJC Delegated Procurement Personnel.
6. The **ADJC PROCUREMENT ADMINISTRATOR** may not sub-delegate the following except to his/her deputy chief:
- a. Authority to approve sole source determinations (ARS §41-2536);
 - b. Authority to approve emergency, and competition impracticable determinations (ARS §41-2537);
 - c. Authority to approve General Services Administration (GSA) purchases (ARS §41-2558).

Signature Date

12/10/08

Approved by Process Owner

Diann Patterson, Procurement Administrator

Effective Date

12/10/08

Approved by

Michael D. Branham, Director